



**SOLICITATION NUMBER:** 72068722R00003  
**ISSUANCE DATE:** January 3, 2022  
**CLOSING DATE:** January 23, 2022

**SUBJECT: Solicitation for U.S. Personal Service Contractor (US PSC)  
Senior Education Advisor, GS-14**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services in Madagascar under contract as described in this solicitation.

Offers must be in accordance with the Attachment of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records. This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in the Attachment.

Sincerely,

Debbie Jackson  
Contracting Officer

**ATTACHMENT**

Solicitation for US Personal Services Contract  
Senior Education Advisor, GS-14

**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER** 72068722R00003
- 2. ISSUANCE DATE** 01/03/2022
- 3. CLOSING DATE** 01/23/2022 (Antananarivo time)
- 4. POINT OF CONTACT:** Dany Randrianatoavina  
[antananarivoUSAIDHR@usaid.gov](mailto:antananarivoUSAIDHR@usaid.gov)  
Phone: + (261) 33 44 320 00.
- 5. POSITION TITLE** Senior Education Advisor
- 6. MARKET VALUE:** From \$93,907 to \$122,077 per annum equivalent to GS-14. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The base period will be two years, estimated start date in July 2022. Based on Agency need, the Contracting Officer (CO) may exercise additional three option periods of one year increment, for the dates estimated as follows:
- |                 |                                |
|-----------------|--------------------------------|
| Base Period     | o/a July 2022 to o/a July 2024 |
| Option Period 1 | o/a July 2024 to o/a July 2025 |
| Option period 2 | o/a July 2025 to o/a July 2026 |
| Option period 3 | o/a July 2026 to o/a July 2027 |
- Multiple option periods can be exercised at the same time per CO discretion.
- 8. PLACE OF PERFORMANCE:** USAID/Madagascar  
U.S. Embassy  
Lot 207 A, Point Liberty  
Andranoro Antehiroka  
Antananarivo 105  
Madagascar  
With possible travel as stated in the Statement of Duties
- 9. ELIGIBLE OFFERORS:** This vacancy is open to U.S. nationals only. A U.S. nationals (USN) means an individual who is a U.S. citizen or a non-U.S.

citizen lawfully admitted for permanent residence in the United States.

**10. SECURITY LEVEL REQUIRED:** Facility & Computer Access

**11. STATEMENT OF DUTIES:**

**A. Background**

The USAID Madagascar Mission is in a phase of expansion following the 2009-13 political crisis and subsequent downgrading of USAID presence to Country Office status. While a limited number of emergency and development assistance awards deemed humanitarian in nature were authorized to continue during the crisis period, the number and nature of development programs has gradually increased in the subsequent years, with a concurrent increase in technical offices from one to three. The Health, Population and Nutrition (HPN) Office is now complemented by the Sustainable Economic and Environmental Development Office (SEED), which encompasses biodiversity conservation and private sector engagement activities, and the Integrated Development and Emergency Assistance (IDEA) Office that oversees humanitarian assistance, resilience, governance, and is tasked with overseeing the eventual start-up of a new Basic Education program.

From October 2019 through June 2020, USAID Madagascar undertook its first comprehensive strategic planning exercise since 2003. The USAID Washington-approved product of this effort, the mission's five-year Country Development Cooperation Strategy (CDCS), preserved ongoing investments in health, environment and food security, while detailing the newly planned governance strengthening work and introducing new programming in basic education with a focus on a systematic approach to sustainably improving early grade literacy outcomes through reforms in curriculum and materials, teacher training and oversight, and student assessment and data management. To achieve this objective, the CDCS included a request for \$5 million per year in Basic Education earmarked funding, and the Mission submitted its first request for these funds in its FY2022 Mission Resource Request (MRR). USAID Washington approval of the Mission's inclusion of education programming in its CDCS was in part contingent on ensuring adequate specialized and dedicated personnel to oversee the design and implementation of the Basic Education program. The Mission has identified the need for a long-term staffing solution to ensure the design, procurement and management of its education sector program will occur under the leadership of a seasoned sector professional with the requisite qualifications in education programming.

**B. General Responsibilities**

The Senior Education Advisor will lead USAID Madagascar Mission re-engagement in the education sector in line with the vision for Basic Education as laid out in the USAID Madagascar CDCS. In anticipation of the Mission receiving \$5 million annually in Basic Education earmarked funding, the Senior Education Advisor will draw upon his/her technical expertise and experience in early grade reading programs in Francophone Africa and consultations with the Government of Madagascar and other relevant stakeholders to define the scope of the Mission's Basic Education programming under the CDCS, to include designing and/or conducting data collection and analysis to inform the design of a Basic Education Project Design Document (PDD). On the basis of this PDD, the Senior Education Advisor will lead the design and procurement of one or more Basic Education activities to achieve the CDCS and PDD objectives. As the Mission's in-house expert in education, the Senior Education Advisor will provide technical and strategic

recommendations to the IDEA Office Chief, Mission Director and others as appropriate throughout this process, and will envision and carry out a strategic approach to relationship building and maintenance to re-establish Madagascar as a major strategic partner in the sector of education.

The incumbent is responsible for establishing all foundational elements of successful re-engagement in the sector, to include systems for information sharing and management as well as office processes. The Senior Education Advisor will ensure the sustainability of this success by making recommendations to senior management regarding hiring of long-term mission Malagasy staff to manage the education portfolio, and to operationalize any senior management decisions related to education program staffing, to include position description design, overseeing hiring processes, ensuring onboarding of new education staff, and providing thorough coaching and technical skill development as required to ensure the new program can be managed with quality in the years to come.

### **C. Duties and Responsibilities**

#### **Program Design and Management - 60%**

1. Develop an education sector PDD, to include completing all required studies and analyses, collaborating with education sector actors to conduct a literacy landscape analysis as per guidance under the 2018 USAID Education Policy, and finalizing costing for activity components
2. Respond to and incorporate Mission and Washington Operating Units (OU) input to PDD concepts and intended activities
3. Design and procure an education activity based on the approved PDD. This work is anticipated to include drafting position descriptions (PD) and/or Scopes of Work (SOW) to address the intermediate results and achieve the indicators included in the education component of the mission CDCS, creating a procurement package to enable the solicitation of proposals to implement this PD or SOW, chairing the TEC to determine best value to the government in making an award, and orienting the eventual implementing partners to the education landscape in Madagascar
4. Supervise implementation of the new USAID Madagascar activity to support improved reading and literacy outcomes in grades 1 and 2 (and pre-primary if appropriate) and to offer targeted systems strengthening support to pre-service education and data analysis services for the Ministry of National Education (MEN)
5. Coordinate with USAID OUs at the regional level and in Washington to ensure that the mission education portfolio is financed and implemented in accordance with international technical best practice and agency guidance related to the journey to self-reliance
6. Monitor and report on the impact on student learning outcomes of all of USAID Madagascar's education investments and efforts

#### **Strategic Leadership, Technical Advice and Policy Dialogue - 40%**

1. Design and manage research activities in support of the implementation of MEN sector plans and USAID Madagascar investments in the education sector to fill critical gaps in knowledge. These might include, but not be limited to, research activities related to language of instruction,

- improvements in curricular design, materials provision, coaching, or student assessment, the provision of high-quality pre-school services, and/or integrating literacy and numeracy instruction.
2. Seek cross-sectoral programming opportunities within the mission to maximize USAID Madagascar's services to the most vulnerable populations
  3. Represent USAID Madagascar in sector engagements with the MEN, the broader donor community, and the international multi-lateral institutions working to improve global education outcomes under Sustainable Development Goals 4.1.
  4. Establish and maintain productive working relationships with senior Government of Madagascar, donor, and other development partner organizations up to the level of Minister. Establish close links to sector leaders, international organizations, relevant associations or businesses, and Malagasy civil society organizations. Represent USAID and the U.S. Mission to Madagascar in a variety of representational events and activities.
  5. Drawing on his/her broad technical expertise, represent USAID in donor technical working groups as well as other donor-GOM working groups and task forces, and ensure the coordination of USAID policies and investments with those of other donors. Participate in and lead multi-donor discussions of significance to Madagascar education reforms and coordinated donor efforts to effect reforms.
  6. Provide advice and recommendations as required to the USAID Madagascar Mission Director, the U.S. Ambassador, and other senior US Government (USG) officials regarding the formulation and implementation of USG strategy for effecting education policy reforms as well as short- and long-term development assistance programs in the education sector.
  7. Develop and coordinate strategies and implementation approaches to achieve results for the USAID Madagascar education program within the overall Madagascar development context. Coordinate efforts and strategies with other USAID Madagascar offices and draw on the resources of other USG departments, USAID/Washington, the U.S. Embassy in Madagascar, regional and national associations, multilateral and bilateral donor agencies, and international and Malagasy NGOs working in the education sector. Make decisions or recommendations that may significantly change important public policies and programs. Due to the quickly evolving nature of the field, these decisions often involve largely imperfectly defined areas and require extensive probing, consultation, and analysis to determine the scope of the problem and potential solutions. Continuing changes in the program will likely be required due to rapidly changing knowledge, technological developments and/or conflicting requirements.
  8. Coordinate the education contributions to USAID Madagascar's strategic planning and reporting, including assistance in formulating and implementing USAID's annual Operational Plan and Performance Plan and Report.
  9. Serve as a link between the Mission, senior GOM officials, and USAID implementing partners in the area of basic education. Liaise with other USAID offices which may be impacted by education issues, as well as with multilateral and bilateral donors.

## **SUPERVISORY RELATIONSHIP**

The Senior Education Advisor will be supervised by the IDEA Office Director, who will provide general broad direction and guidelines.

## **SUPERVISORY CONTROLS**

Desired results will be outlined in broad terms. Possible alternative methods and procedures may be discussed, but the choice of those to be used will often be left to the discretion of the incumbent. Problems of unusual difficulty or those not commonly associated with the professional specialization or activity will be discussed throughout the term of assignment. The incumbent will work independently and keep his/her supervisor informed of progress in the achievement of objectives and advised of potentially controversial matters. The incumbent will exercise his/her technical judgment in making informed project/activity decisions and proposing policy direction and guidance to the Office Director. Work will be reviewed in terms of effectiveness in advancing USAID/Madagascar's education portfolio.

### **12. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

### **Education**

Master's degree in a field relevant to the duties described above such as education, early childhood development, secondary education, linguistics, international development theory, or other education policy or theory.

### **Prior Relevant Work Experience**

- Minimum of 7 years of experience in leading successful development programs in developing countries to improve early reading and literacy skills in multilingual environments, with the ability to prove that those programs improved students' reading abilities.
- Minimum 3 years prior experience designing, implementing and/or managing education interventions in Francophone countries.
- Minimum 3 years demonstrated experience in supervising, leading and managing a staff of professionals to carry out education programs.

### **Language Proficiency**

English language at level IV (fluent - Full professional proficiency)  
French language at level III (Professional working proficiency)

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

After the closing date, eligible offerors who meet the minimum qualifications will be further evaluated, through their offer package, based on the factors listed below. Offerors are strongly encouraged to address each of the factors listed below on a separate sheet (appendix) describing specifically and accurately the experience, training, and/or education that are relevant to each factor. An evaluation committee may conduct interviews of the most highly ranked candidates before making a recommendation to the Contracting Officer. The successful candidates will be selected based on a review of their qualifications; interview (if applicable); and the results of reference checks. The evaluation committee may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed (if applicable).

We will only contact the higher ranked candidates who will be shortlisted by the evaluation committee.

#### **Factor 1 - Prior Relevant and Overseas Work Experience (40 points)**

- Strong experience at an advanced management level, demonstrating sound and independent judgment, leadership and interpersonal skills, and ability to strategize, develop and effectively implement programs.
- Strong professional experience in international development, with strong experience and background in areas such early grade reading (EGR) program design and/or implementation, EGR curriculum and/or materials design, EGR assessment and data systems, EGR teacher training and career development, basic education quality improvement and student centered pedagogy, pre-primary education/early childhood development, and EGR policy/governance strengthening.
- Strong professional experience demonstrating management abilities, including: management of teams; ability to prioritize activities and implement numerous assignments concurrently; respond quickly, effectively and flexibly to wide-ranging requests; and operate effectively in a cross-cultural setting.

#### **Factor 2 - Knowledge (30 points)**

- Broad knowledge of international development programs and policies relating to basic education and early grade reading instruction.
- In-depth knowledge and skill in conceptualizing education programming, policies, and plans, and

developing strategies for their implementation.

- Demonstrated ability to influence government priorities and direction to ensure the emergence of a conducive enabling environment for improved early grade reading instruction and basic education quality in Madagascar.

### **Factor 3 - Skills and Abilities (30 points)**

- Demonstrated ability to analyze, assess, and prioritize host country political and governance policy development assistance needs and to negotiate with highest level government officials on sensitive political, policy and country program priorities is required.
- Ability to effectively motivate and supervise staff, understand basic human needs, respect national pride and sensitivity of others. The candidate must demonstrate the ability to work on his/her own, as a member of a team or office, and as a mentor to junior staff, proactively working to achieve consensus on policy, project and administrative matters.
- Excellent verbal and written communication skills, tact and diplomacy to make and maintain productive contacts and to prepare regular and ad hoc reports, activity documentation and briefing papers.

**Total possible points = 100**

## **IV. SUBMITTING AN OFFER**

### **DOCUMENTS REQUIRED**

#### **1. AID 309-2, Offeror Information For Personal Services Contract Form**

Eligible offerors are required to complete and submit a hand-signed form AID 309-2, "Offeror Information For Personal Services Contracts", available at the USAID website, <https://www.usaid.gov/madagascar/work-with-us/careers>. Offerors are required to sign and scan the certification at the end of the form.

#### **2. Resume/Curriculum Vitae**

Your resume should contain explicit information to make a determination that you fully meet the minimum qualifications requirements as stated in this solicitation, chapter II. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration.

#### **3. Appendix**

A supplemental document specifically addressing the selection factors listed in this solicitation, chapter III. Include other pertinent information related to the qualifications required for the position, such as job-related training courses (title and year), job-related skills, job-related certificates and



licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

#### 4. Reference Persons

Offerors are required to provide five (5) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about offerors past performance and abilities. Reference checks will be made only for offerors considered as finalists. If an offeror does not wish for the current employer to be contacted as a reference check, this should be stated in the offeror's AID 309-2 form and/or resume. The interviewing committee will delay such reference check pending communication with the offeror.

#### 5. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors

The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.

### **SUBMISSION OF OFFER**

- Offers must be submitted to the e-mail address: [antananarivoUSAIDHR@usaid.gov](mailto:antananarivoUSAIDHR@usaid.gov)
- Subject line of your email should read: “**EDU Adv [your name]**”
- E-mail attachments should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx). Any other format will be rejected.
- Offers must be received by the closing date and time specified in **Section I, item 3**.

### **V. LIST OF REQUIRED FORMS AND DOCUMENTATION PRIOR TO AWARD**

The selected candidate should obtain medical and facility access clearances before a formal offer is made. The CO will provide instructions about how to complete and submit the following forms after a candidate is selected. Other additional forms may be required to be completed.

- DS-1843 Medical History and Examination - for individuals age 12 and older
- DS-1622 Medical History and Examination - for children age 11 and younger
- DS-3057 Medical Clearance Update (MCU)  
Found at <https://www.state.gov/forms-medical-clearances/>
- SF-85, Questionnaire for Non-Sensitive Positions
- OF-306, Declaration of Federal Employment
- SF-86, Questionnaire for National Security Positions
- SF-87, Fingerprint Card
- AID 500-4, Fair Credit Reporting Act of 1970, as Amended
- AID 6-85, Foreign Activity Data
- OF-126, Residence and Dependency Report
- SF-144, Statement of Prior Service – Worksheet.

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances.

### **1. BENEFITS:**

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

### **2. ALLOWANCES:**

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at

[https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101)

- (a) Temporary quarters subsistence allowance (Section 120)
- (b) Cost-of-Living Allowance (Section 210)
- (c) Post Allowance (Section 220)
- (d) Education Allowance (Section 270)
- (e) Education Travel (Section 280)
- (f) Post Differential (Section 500)
- (g) Payments during Evacuation/Authorized Departure (Section 600).

## **VII. TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing PSC awards are available at these sources:

- 1. USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including contract clause “General Provisions,” available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
- 2. PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**  
Subpart 52.2—Text of Provisions and Clauses  
52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.  
**ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS**  
(OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR22-01c)

(a) Definition. As used in this clause - United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) Authority. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID's guidance applicable to direct-hire federal employees.

(End of clause)

3. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM No (A)	SERVICES DESCRIPTION (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$_TBD_	\$_TBD at Award after negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: Program funds	1	LOT	\$_TBD_	\$_TBD at Award after negotiations with Contractor_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: Program funds	1	LOT	\$_TBD_	\$_TBD at Award after negotiations with Contractor_
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: Program funds	1	LOT	\$_TBD_	\$_TBD at Award after negotiations with Contractor_

**4. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at**  
<http://www.usaid.gov/work-usaid/aapds-cibs>.

- AAPD 21-05: Revised and expanded fringe benefits for USPSCs
- AAPD 21-04 Executive Order 14042 on ensuring adequate COVID-19 safety protocols for federal awards
- AAPD 21-01 Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J
- AAPD 18-02 REVISED: Extends and revises implementation of medevac regulations for USPSCs and TCNPSCs under AIDAR Appendix D and J, § 12, clauses #25 in Appendix D, and #21 in Appendix J.
- AAPD10-01: Changes in USG Reimbursement Amounts For Health Insurance And Physical Examination Costs
- AAPD 06-10: PSC Medical Expense Payment
- AAPD 06-08: Using the Optional Schedule to Incrementally Fund Contracts.

**5. Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635.

See [https://www.oge.gov/web/oge.nsf/resources\\_standards-of-conduct](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct)

**6. PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov)

USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION.

**END OF SOLICITATION**